

DD/A 74-3437

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File *Reports*

2 SE 1974

MEMORANDUM FOR: Comptroller

SUBJECT : Transmittal of Annual Report for the
Directorate of Administration

1. Transmitted herewith is the DD/A portion of the Annual Report. Individual Office reports were transmitted previously to you. We regret that the heavy transition of personnel at the Directorate level has prompted the tardiness of this report.

2. As a suggestion for consideration next year, it might ease the burden of preparation if the component Annual Reports were forwarded to the Directorate and held there while the Directorate performed two functions: first, an overall evaluation of the performance of the Directorate as an entity; and, secondly, a performance evaluation of each Office. The overall Directorate evaluation as well as the component Annual Reports could then be forwarded together to you. The result would be a condensed quantity of paper going to the Comptroller which would still contain the present basic data from the components plus a more meaty presentation from the Directorate.

/s/ JOHN F. BLAKE

/s/ John F. Blake
Deputy Director
for
Administration

Atts

3 Cys of DD/A Annual Report

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DDA/PS:GFD:kbp/[] (5 Sept 74)
Rewritten:ADD/A:JNM/ms (9 Sept 74)
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DD/A 74-3437

MEMORANDUM FOR: The Comptroller

SUBJECT : Transmittal of Annual Report for
the Directorate of Administration

1. Transmitted herewith is the DD/A portion of the Annual Report. Individual Office reports were transmitted previously directly to you. We regret the tardiness of our report which was due to the transition of personnel on the Plans Staff.

2. Last year we raised questions about the value of the Annual Report. We continue to question its value to management, especially in its present format. Frankly, we found the writing of the report to be an onerous task, heavily laced with tedium. This was because the format called for an iteration in various fashions of all the Offices' objectives and an evaluation of each by both the component and the Directorate. After awhile this task lost meaning for us and perhaps for you. We would suggest that next year it might be more meaningful if the component Annual Reports were forwarded to the Directorate and held there while the Directorate performed two functions: first, an overall evaluation of the performance of the Directorate as an entity, and secondly, a performance evaluation of each Office. This would provide Directorate management with ample time to analyze and evaluate Office performances, both strong and weak, and the reasons therefor. This evaluation would then be forwarded to you together with each Office Annual Report. The result would be a condensed quantity of paper going to the Comptroller which would still contain the present basic data from the components plus a more meaty presentation from the Directorate.

John F. Blake
Deputy Director
for
Administration

Attachment:
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